

13 April 1948

Miss Katherine M. White
Cahill, Gordon, Zachry and Reindel
63 Wall Street
New York 5, New York

Dear Miss White:

Your letter of April 9, 1948, with which you enclosed per diem, travel and related expenses and time and attendance reports for Mr. Correa for the period February 13-April 3, 1948, inclusive, has been received.

Through an oversight when sending the original instructions for submitting these reports, mention was not made of the fact that for each trip made to Washington by Mr. Correa the report should show the date and time of departure from New York, date and time of arrival in Washington, date and time of departure from Washington and date and time of arrival back in New York. This information is necessary before the voucher can be submitted to the Finance Office for payment. Would you please send the arrival and departure times and dates for the trips already made by Mr. Correa during the above mentioned period, and also include this same information in the reports of trips made by Mr. Correa in the future.

With reference to the items listed as hotel expenses, meals, taxis, etc., the \$6 per diem allowed by the government is for the purpose of covering expenses for meals and hotels. We realize that this amount is inadequate to cover these expenses, but government regulations allow no deviation from this rule, and should we submit a claim requesting reimbursement for meal and hotel expenses in excess of the \$6 per diem, it would be disallowed by the General Accounting Office.

Reimbursement for taxi fares is allowed. However, an itemized statement should be submitted showing amount of fare paid, date of trip, and point of departure and destination for each individual trip. For example, from home or office to station, from station to hotel, etc. In this connection it might be well to point out that taxi fare is allowed either from station to hotel or from station to place of business, but not from station to hotel and then from hotel to place of business. For instance, should Mr. Correa take a taxi from the station to the hotel and then from the hotel to place of business, the government would only reimburse him for one part of the trip; either from the station to the hotel or from the hotel to place of business. Would you please send an itemized statement showing the required information for the period 13 February - 3 April and also include the necessary information in the reports which you submit in the future.

I hope that I haven't confused you too much. We are very sorry that the preparation of these reports is such a complicated procedure, but we are bound by government regulations and must submit the vouchers for payment in accordance with instructions issued by the Finance Office. If you have any further questions, please let me know.

Very truly yours,

Hele M. Lutz

Secretary to Mr. Blum